

**DPS****Montgomery County  
Department of Permitting Services**

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Rockville, MD 20850-4166  
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<http://www.montgomerycountymd.gov/permittingservices>

**REQUIREMENTS FOR THE SUBMITTAL OF NFPA 13R (ePLANS)**

Effective: June 1, 2016

Supersedes:  
January 1, 2008

**A. PERMIT PROCEDURES**

1. [Apply Online \(ePermits\)](#) and [ePlans \(ProjectDox\)](#) accounts will need to be established prior to permit application and/or submittal. You can register for these by emailing [dps.eservices@montgomerycountymd.gov](mailto:dps.eservices@montgomerycountymd.gov) or by calling 240-777-0311. Once your accounts are created you can apply for permits and upload plans here: <http://permittingservices.montgomerycountymd.gov/DPS/general/Home.aspx#>
2. Permit applications shall conform to all applicable codes and standards enforced by the State of Maryland and [Montgomery County](#).
3. For systems designed using other standards or codes please refer to requirements as appropriate. (e.g. NFPA 13D, NFPA 13R, NFPA 14, and NFPA 20)
4. For projects within the [City of Gaithersburg](#), contact their Fire Marshal at (301) 258-6330
5. For projects within the [City of Rockville](#), contact their Fire Marshal at (240) 314-8240.

**B. GENERAL SUBMITTAL REQUIREMENTS**

1. Drawing files shall be submitted separately (one drawing per file). The site plans are drawings.
2. Equipment submittal files shall be combined into a PDF book and submitted together as a single file.
3. Calculation files shall be submitted separately (one calculation per file). Provide a list showing the file number, area/floor, and the drawing number for plans with more than 5 calculation files.
4. When submitting for “sticks” or “rows” of townhouses only one ePlan project (plans and calculations) shall be submitted for the row. All building and fire protection permit numbers shall be included on the plans and shall be associated with the appropriate unit. Additional information regarding this requirement can be obtained by emailing [dps.eservices@montgomerycountymd.gov](mailto:dps.eservices@montgomerycountymd.gov).

**C. INFORMATION REQUIRED ON DRAWINGS**

1. Plans shall include all information required by NFPA 13R section 8.1.7
2. Building permit number (where applicable).
3. Sprinkler contractor license number and expiration date (State of Maryland and Montgomery County license numbers).

**D. BUILDING INFORMATION**

1. The minimum accepted scale for floor plans is 1/8" per ft.

2. Provide details for ceiling obstructions (lights, bulkheads, etc.).
3. Provide floor elevation and building section elevation above sea level (corresponds to gradient information).
4. Provide the location of all doors on the plans.
5. Show water curtains and 18" draft stops for floor openings.
6. Any canopy with the potential for extended vehicle standing or parking below must have sprinkler protection on the underside of the canopy.
7. When a sprinkler system serves more than one level, each level must be consistently and separately valved by a listed and approved control valve. In addition, where a sprinkler system is required to activate a building fire alarm system, the sprinkler system must have a separate and distinct water flow detecting device for each floor and zone.
  - Exception 1: In buildings not exceeding three floors and 3000 square feet per floor.
  - Exception 2: Townhouses with a separate water feed for each unit sprinkler system.

#### **E. SITE PLAN / WATER INFORMATION**

1. Provide an approved [WSSC](#) site plan for new water service.
2. Provide a hydraulic information sheet. (located on [WSSC](#) approved site plan)
3. For existing water service provide a flow test inside the building due to the unknown condition of the underground pipe. DPS does not need to witness this test. It must be no older than 1 year. You must adjust for low gradient as above and submit a copy of the test results with the submittal.

#### **F. SPRINKLER / EQUIPMENT INFORMATION**

1. In dwelling units, ordinary temperature sprinklers must be used.
2. Intermediate temperature sprinkler heads shall only be installed if an acceptable layout cannot be achieved without a sprinkler head in the high temperature area.
3. Listed residential sprinkler heads must be used in dwelling units except in detention and correctional occupancies.
4. When sprinklers are required, sprinklers must not be installed directly above shelving.
5. Dry pipe systems may only be installed where heat is not adequate to prevent freezing.
6. Sprinkler control valves (except elevator control valves) must be in stairs, valve rooms, or pump rooms for any building except schools.
7. In all apartment buildings, at least one fire department connection must be provided for buildings accessible by the fire department, exceed 2000 sq. ft. or are more than a single story. The fire department connection must be a minimum of one 2 ½" inlet with a feed size at least as large as the main riser. The fire department connection must be located on an approved fire department access road and be 18 to 48" from the centerline of the inlet to finish grade.

#### **G. DESIGN/ CALCULATION INFORMATION**

1. Fire pumps and domestic water pumps (only permitted in townhouses) shall not be used unless the public water supply has been demonstrated to be inadequate to meet the needs of the system. Calculations shall be provided to evidence inadequacy of the public water supply and the use of small orifice (e.g. 3.0K) sprinkler heads shall be explored.
2. All calculations shall include a minimum of a 10% safety factor to account for minor field changes during installation. This requirement is not applicable where a pump would be needed to meet the minimum safety factor.